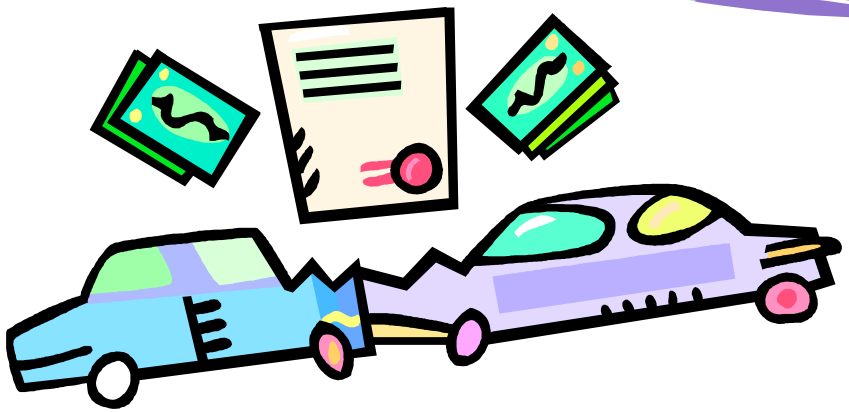
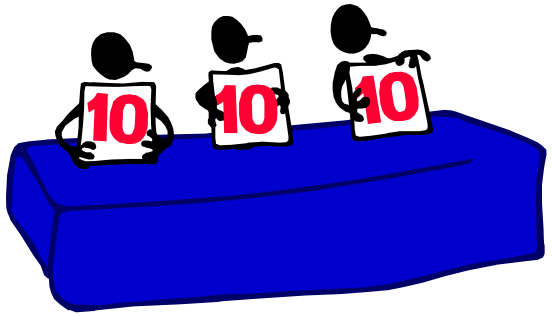
Accident – Injury – Illness



What should you do… must you do? When? How?

What's Here…

- Standards
- Assessment, Preparation and Prevention
- Training & Discussions
- First Actions
- Post-Incident Actions
- Self-Insurance
- Additional Information
- That's all…

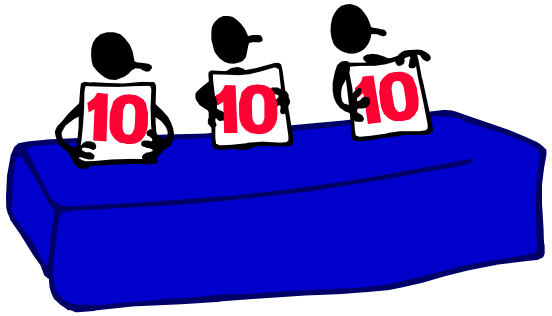


Standards, Page 1 of 2

This task is done right when:

- All your Program's, activities, and services have proactive procedures in place to minimize the potential for accidents, injuries, or illnesses
- Results of accidents, injuries, illnesses are minimized as a result of prompt first aid and emergency actions
- All your Program's activities, events, and services have procedures in place to deal with as many adverse situations as is reasonably possible

Standards, Page 2 of 2



This task is done right when:

- Workers' Compensation forms are completed, forwarded and filed as applicable to an occurrence and in accordance with local and insurance requirements
- Accident / incident forms are completed, forwarded and filed as applicable to an occurrence and in accordance with local and system requirements

Assessment, Preparation and Prevention, 1 of 7

Assessment:

- Conduct periodic risk, safety, security and health assessments/ audits of your entire Program / office area
- Use the safety and security inspections detailed in MWR Managers' Desk Reference Task 8.3, Inspect Facility/FF&E and Task 6.15, Indoctrinate Staff on Workplace Violence and Gang Activity
- Conduct daily walk-through (safety/sanitation/health) inspections
- Conduct opening/closing inspections using checklist methods applicable to your Program like those provide in MWR Managers' Desk Reference Task 8.3, Inspect Facility/FF&E

Assessment, Preparation and Prevention, 2 of 7

Assessment, cont:

- Accomplish regularly scheduled zone and safety inspections in accordance with local Command and F&FR Department instructions, policies, procedures, and practices
- Perform scheduled and impromptu equipment, machinery, and vehicle safety and operating inspections, checks, and services
- Inspect hazardous materials use and storage in accordance with local instruction and policy
- Observe your employees – talk with them

Assessment, Preparation and Prevention, 3 of 7

Preparation:

- Read and post applicable safety instructions and Standard Operating Procedures (SOPs)
- Stay abreast current safety literature, instructions, and SOPs
- Talk with safety, NAVOSH, fire, security, installation police, Public works, Medical, NAF Human Resources, HRO, and other Program managers to remain abreast of current accident, injury, illness trends and information

Assessment, Preparation and Prevention, 4 of 7

Preparation, cont:

- Review your Program's logs, pass-down log, incident reports, materiel reports, etc.
- Tour your Program during peak and slack periods to observe the practices and conduct of your customers/ patrons, staff, guests, vendors, contractors, etc.
- Monitor and control worker's compensation costs
- Establish and operate an effective and proactive safety program that identifies and corrects accidents and offers safety training and education

Assessment, Preparation and Prevention, 5 of 7

Preparation, cont:

- Establish and maintain a positive management attitude toward safety, accident prevention and disability management that results in:
  - Shortened disability times and reduced worker's compensation costs
  - Employees who are productive while recovering from job-related injuries
  - Enhanced ability to achieve quality and production goals
  - Employees who feel positive about themselves and their ability to contribute

Assessment, Preparation and Prevention, 6 of 7

Preparation, cont:

- Designate an activity coordinator to monitor and administer the worker's compensation program
- Post notice of Worker's Compensation coverage (DOL LS-242) in places where employees can easily see it

Assessment, Preparation and Prevention, 7 of 7

Prevention:

- Post warning signs wherever applicable
- Ensure safety equipment and/or devices are used wherever applicable
- Post emergency information signs and procedures wherever applicable
- Ensure staff is appropriately trained and certified
- Monitor and supervise Program activities and events
- Monitor vehicle and equipment maintenance and use

Training & Discussions
Page 1 of 4

- Include discussions of safety, wellness, risks, accidents, injuries and illnesses in your recurring training and staff meetings
- Keep your supervisors, shift leaders and staff apprised of recent indicators or workplace accidents, injuries, illnesses
- Keep all applicable staff certifications up-to-date (e.g., C.A.R.E., CPR, defibrillator, first aid, WSI, safety, sanitation, etc.)

Training & Discussions
Page 2 of 4

- Establish and operate an effective orientation and recurring training program for employees and supervisors concerning worker's compensation
- Use up-to-date, informational and motivational training products about occupational health, safety, wellness, fitness, accident prevention, etc.
- Give a list of Safe Work Habits to each employee an discuss (see next two slides)

Training & Discussions
Page 3 of 4

Safe Work Habits

- Learn the safe way to do your job – before you start
- Think about safety and act safely at all times
- Obey all safety rules and regulations – they are for your protection
- Wear proper clothing and protective equipment
- Conduct yourself properly at all times – horseplay is prohibited

Training & Discussions
Page 4 of 4

Safe Work Habits

- Operate **only** the equipment you are authorized to use
- Inspect your tools and equipment to be sure they are safe before use
- Advise your supervisor promptly of any unsafe conditions
- Report any injury immediately to your supervisor
- Support your safety program and take an active part in safety activities

First Actions, Page 1 of 3

- Make an immediate assessment of the situation and determine the following:
  - Is there a need for professional/emergency medical assistance?
  - Is there a need to notify the Fire Department, Police, Security, NAVOSH, EOD, etc?
  - Is the area secure? (No further risk of injury/ illness/death?)
  - Are there witnesses to the incident?

First Actions, Page 2 of 3

- Take care of all urgent/immediate details that are within your staff's and your skill, knowledge and ability.
  - If possible remove the threat of further injury/illness
  - If safe to do so, remove the victim/s from any area/situation that may cause additional injury, illness, or death
  - Provide immediate first aid to preserve life and minimize further injury/illness (e.g., provide CPR, control/stop bleeding, perform Heimlich Maneuver, use defibrillator, immobilize injuries, treat for shock, hypothermia, heat exhaustion/stroke, etc.)
  - Call, or have someone else call appropriate civilian/military emergency number/s

First Actions, Page 3 of 3

- Have individual/s involved get medical assistance as needed
- Control traffic/crowds as needed and facilitate emergency vehicle access
- Begin an investigation of the accident, injury, illness, or death
  - Locate and interview witnesses *(It's best to get a written statement.)*
  - Collect names and telephone numbers
- Preserve, or have staff members preserve the area/evidence
- Report accident, injury, or illness per local procedure

Post-Incident Actions

- Review all safety measures and procedures to identify "gaps" that may have contributed to the accident, injury or illness and adjust as applicable

The following MWR Managers' Desk Reference tasks apply:

- 3.4 Monitor/Supervise Activities/Events
- 3.5 Ensure Safe Program Environment
- 6.4 Indoctrinate New Staff Members
- 6.5 Train/Develop Staff
- 6.15 Indoctrinate Staff on Workplace Violence and Gang Activity
- 6.16 Respond to Accidents, Injuries or Illness
- 8.3 Inspect Facility/FF&E
- 8.4 Correct Facility/FF&E Discrepancies
- 8.8 Oversee Vehicle Maintenance and Use
- 9.3 Develop Internal Policies and Procedures (SOPs)
- 12.2 Ensure Safe Food Handling and Storage

Additional Information, Page 1 of 2

- BUPERSINST 1710.11 (series), Operation of Morale, Welfare, and Recreation MWR Programs
- BUPERSINST 5300.10 (series), Bureau of Naval Personnel Non-Appropriated Fund Personnel Manual for Nonappropriated Fund Instrumentality (NAFI) Employees
- BUPERSINST 5890.1 (series), Bureau of Naval Personnel Risk Management Manual for Navy Morale Welfare and Recreation Nonappropriated Fund Activities

Additional Information, Page 2 of 2

- OPNAVINST 5100.23 (series), Navy Occupational and Health (NAVOSH) Program Manual
- OPNAVINST 5100.25 (series), Navy Recreation, Athletics and Home Safety Program
- OPNAVINST 5102.1 (series), Mishap Investigation and Reporting

That’s all for now…

Accidents, injuries, illnesses – they will happen; what will you do?

Suggestions and requests to:

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